



SCANNING DIRECTIONS

FLATBED SCANNER

1. Turn **Flatbed Scanner** on
2. Open **Photoshop**
3. Click **File** and scroll down to **Import**, expand and click **Epson Expression 10000XL** (Alt/F2). The Epson Scan software will open
4. Place object face down on the scanner
5. Click **Preview**
6. On the Preview page select the area you want scanned by using the **Marquee** tool

Adjustments can be made on the settings page on the left side of the screen. You can adjust the size of the file using the up or down arrow on the Scale; your changes will appear at the bottom of the Preview page

7. Click the **Scan** button. If you're scanning a book, hold it firmly against the scanner.
8. To access your scanned images in Photoshop, **close the Epson software**
9. Adjust your image using the **Image tab** and crop your image using the **Crop Tool**
10. Do a **Save As** for each image giving it a filename and save in a **jpeg format**

SLIDE SCANNER

1. Turn **Slide Scanner** on
2. Open **Photoshop**
3. Click **File** and scroll down to **Import**, expand and click **Nikon Scan 4** (Command/S).

The Nikon Scan software will open. The settings are pre-set, if you need a specific size please ask for assistance

4. Place your slide into the scanner with front **labels facing up and horizontal**.
5. Click the **Scan** button on the Nikon software and wait for the scanner to complete a full scanning cycle. Repeat with next slide. (We recommend that you do up to ten in a row)
6. To access your scanned images in Photoshop, **close the Nikon software**
7. Adjust your image using the **Image tab** and crop your image using the **Crop Tool**
8. Do a **Save As** for each image giving it a filename and save in a **jpeg format**